



This position is open to permanent Department of Revenue employees only.

The Department of Revenue has a management opportunity in the Legislation and Policy Division for a Washington Management Service 2 (WMS2) Legislative Policy Coordinator located in Olympia, WA.

Division: Legislation and Policy

Location: Olympia, WA

OPENS: August 3, 2009

CLOSES: August 16, 2009

Primary Duties

As a senior management position for the Legislation and Policy Division provides tax policy and procedural analysis and recommendations.

The issues and decision-making environment in which this position serves very often involve complex issues requiring consideration of tactical, strategic, legal and political outcomes - as well as interpretation and implementation of divisional and departmental policy. The issues and projects for which this position serves as coordinator often involve issues with significant impacts relating to state taxation and controversial matters requiring ability to assimilate complex applications of tax of statewide and/or industry-wide significance.

The Policy Coordinator is responsible for identifying and developing policy recommendations for a variety of legislative and administrative purposes. This requires the ability to organize, analyze, promote and influence a wide range of ideas and issues, working with management to achieve effective outcomes.

A key element of this role is to provide agency and division management with recommendations on tax policy matters where there is no clear precedent, or where competing policy grounds may make matters especially complex or difficult.

Required Qualifications

Bachelor of Arts or Bachelor of Science degree and a comprehensive knowledge of the following areas:

- Revenue Act of 1935, as amended;
- Principles of statutory construction;
- The legislative process;
- State Administrative Procedure Act, RCW 34.05;
- Departmental tax policy and procedure as expressed in, or supported by, statutes, administrative rules, court decisions, Excise Tax Advisories, and other tax law and/or policy announcements;
- Skill to work collaboratively and effectively with stakeholders while being sensitive to a broad spectrum of stakeholder interests.

OR

- Four years of state and local tax administration experience; **and**
- Two years of experience with legislative and policy issue development.

The successful applicant should also possess:

- Knowledge of sound tax policy, legal concepts and principles. These elements are critical in order to identify, evaluate, and apply appropriate actions to a broad spectrum of complex factual situations.
- The ability to communicate effectively, in writing and verbally, is a key skill of this position. Tax policies and procedures must be presented clearly and concisely. A strong working knowledge of the Department's organization, policies, procedures and standard practices.
- Knowledge of comprehensive knowledge of Washington tax laws and rules and knowledge of principles of statutory construction, an understanding of the legislative process, and expertise in legislative development.
- Experience in negotiation, effective communication, strong interpersonal skills and the ability to think strategically and creatively of long-term trends and an ability to achieve agency goals. Policy development requires

knowledge of the legislative process and an understanding of the political environment.

- Must be solution and goal oriented. Ability to work with a variety of special interest groups and plan and develop training.

Compensation

\$63,119 - \$93,518 Annually (WMS 2), depending on qualifications.

Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Application Process

To be considered for this position, please submit the following materials to jobs@dor.wa.gov with the subject line **“Legislative Policy Coordinator”** by August 16, 2009:

- A detailed **resume** outlining your employment history & education;
- A **Letter of interest** describing how your experience, knowledge, skills, and abilities meet the qualifications of this position; and,
- A **draft memo prepared by you** that includes the following elements:
 1. Assume the memo is a briefing to the Director on an important issue that an Executive level decision needs to be made.
 2. The memo should be drafted in a manner you believe would be most effective in communicating the nature of the issue, including relevant information necessary to make the appropriate decisions.
 3. The subject matter can be on an issue involving your current or previous role in legislative or policy development.
 4. Please do not use a finalized briefing/memo from prior work assignments.
 5. This should be a briefing developed entirely on your own.

You are encouraged to complete a voluntary Applicant Profile Data Sheet, which can be downloaded at <http://hr.dop.wa.gov/forms/ApplicantProfileDataForm.doc>. *Completion of this sheet is voluntary.* Information gathered will be used for statistical purposes only and will be kept confidential.

Questions

Please contact Martha Thomas, Recruiter, at (360) 725-7497, or MarthaT@dor.wa.gov.

Special Notes

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful.

The Washington State Department of Revenue is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.